



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

June 8, 2009

Gary Tolar, Owner & CEO
Tolar Manufacturing Company
258 Mariah Circle
Corona, Ca 92879

Dear Mr. Tolar:

RE: FINAL MONITORING VISIT REPORT FOR TOLAR MANUFACTURING COMPANY RETRAINING SB ET07-0399

Date of the Visit:	4/07/09
Beginning/Ending Time:	11:00am – 2:00pm
Date of Last Visit:	7/15/08
Visit Location:	Corona, CA
Persons in attendance:	Ricki Weiler, Administrative Support Manager, Tolar Manufacturing Company (Tolar); Steve Snodgrass, Operations Director, Tolar; and Suzanne Godin, ETP Contract Specialist
Action Items remaining from Prior Meeting:	No
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	6/04/07-6/03/09	Agreement Amount:	\$31,200
Training Start Date:	7/02/07	No. to Retain:	20
Date Training must be Completed:	3/03/09	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

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www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

AGREEMENT HISTORY

Tolar Manufacturing Company (Tolar) is a privately-owned specialty manufacturer of transit shelters, street furniture components, and off-road vehicle bumpers. This small business is located in Corona and employs 46 full-time workers.

The agreement was approved as a Small Business Project at the May 2007 Panel Meeting and was executed on 6/22/07. Training began on 7/02/07. ETP approved one amendment during the term of the Agreement to extend the Agreement term by 12 months. Ms. Weiler reported that all training was completed on 2/20/09 which allowed for the retention period to be completed within the term ending date of the Agreement.

INTERVIEW WITH THE CONTRACT REPRESENTATIVE: RICKI WEILER

Ms. Weiler stated that balancing the needs of production and training was more difficult than the Tolar had anticipated. Although 15 trainees did receive valuable skills training in the project, Tolar was not able to deliver the scope of training to the number of employees as planned. Ms. Weiler stated that the training delivered by the training vendor (originally contracted with) did not meet the company's needs and Tolar elected to sever its training relationship with them. Several months of valuable training time elapsed before a suitable replacement was found, which resulted in far fewer hours being delivered than originally planned.

In spite of these challenges, trainees were introduced to the basic concepts of quality, process improvement, teambuilding and lean manufacturing principles. Administrative support and engineering staff also received computer skills training in the latest release of Tolar's ERP software (MAS 90). Completion of the first Small Business Project has laid the foundation from which the company can now create a culture of continuous improvement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	27	Completed Training:	15
Trainees Enrolled:	29	Completed Retention:	15
Dropped Following Enrollment:	6	In Retention Period:	0
No. Completed Minimum Reimbursable Hours :	15		

The statistical data submitted by Tolar project staff during this visit, as detailed above, was in agreement with ETP's Trainee Status Report as of the date of this report.

DISCUSSION OF PROJECTED EARNINGS:

Ms. Weiler stated that the statistics on the class/lab tracking system were correct which showed that 15 trainees (75% of planned retentions) completed the specified range of class/lab hours (8-60) and retention period. Tolar tracked 546 eligible hours on the ETP class/lab tracking system for the aforementioned 15 trainees. Therefore, Tolar is eligible to earn \$14,196 (46 percent of the encumbered amount) if all other agreement conditions are met. Ms. Godin advised Ms. Weiler that the closeout invoice should be submitted no later than 30 days after the

end term of date of the Agreement which would be 7/02/09. If you are unable to submit the closeout invoice by that date, a request for an extension must be submitted to ETP's Fiscal Unit Manager, Kulbir Mayall. As of the date of this report, Tolar had received \$3,510, of which \$1,560 is shown as earned.

ATTENDANCE ROSTERS:

Ms. Godin conducted a 100% review of attendance rosters for 5 randomly selected trainees (for the time frame indicated below) and compared them to the hours entered into the ETP on-line tracking system.

Attendance Rosters reviewed:	5/22/08-1/20/09	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
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INVOICES:

Documentation reviewed was consistent with information reported on Invoice	1, 2, & 3	Yes
Progress Payment	1 & 2	Yes
Final Payment	(Invoice #2)	Yes

AUDIT:

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the

last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at sgodin@etp.ca.gov within ten (10) working days from the receipt date of this letter.

Sincerely,

Diana Torres, Manager
San Diego Regional Office

A handwritten signature in black ink, appearing to read 'SGodin', is positioned above the printed name of Suzanne Godin.

Suzanne Godin, Contract Analyst
San Diego Field Office

cc: Kulbir Mayall, Fiscal Manager
Master File
Project File